WesternU Alumni Association Student Activity Fund Request Form

The WesternU Alumni Association’s Student Activity Fund provides financial support to clubs and classes for their activities that 1) enhance the student experience outside the classroom, 2) build a sense of community among students and/or 3) facilitate student-alumni interaction.

Class/Club Name: __________________________________________________________

Contact Information

Name: ___________________________________________________________________
Position: __________________________________________________________________
Phone: ____________________________ Email: ________________________________

Activity Information

Name: ___________________________________________________________________
Date/Time: __________________________________________________________________ Location: ___________________________________
Expected Number of Attendees/Participants: _________________________________
Description/Goal: __________________________________________________________

Financial Information

Amount Requested: $_________________ Total Activity Cost: $_________________
Attach a detailed budget, including complete lists of...

1) all of your anticipated expenses (food, prizes, etc.) and their respective costs, and
2) all of your secured and prospective sources and amounts of funding (College, SGA, etc.)

Promotion

How and to whom will you advertise this activity? __________________________________________________________

How will you promote awareness of the Alumni Association before and/or during your activity? _______________________

☐ We would like to borrow a 4’ X 2’ Alumni Association banner to display at our event.

Details/Tips

• Request forms must be submitted at least two weeks prior to the activity date.
• Funding will likely be limited to no more than a few hundred dollars per activity.
• Requests for travel funds are unlikely to be granted, as travel typically costs a lot and benefits only a few.
• Activities that reach a large, diverse group of students will be looked upon most favorably.
• If funding is granted, it will be paid as a reimbursement for actual expenses, so save your receipts.

Completed forms may be dropped off to the Alumni Office, located on the fifth floor of the Anderson Tower (above the Chase Bank on the corner of Garey and 2nd, enter on 2nd St), or emailed to alumni@westernu.edu.

For questions or additional information, contact the Alumni Office.